

# Position Vacancy

U.S. Embassy, Mexico

# Announcement



## U.S. Mission Mexico City

Vacancy Announcement Number: 16-52

**OPEN TO:** All Interested Candidates/ All Sources

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

**POSITION:** A56-415 Bodyguard

**OPENING DATE:** June 21, 2016

**CLOSING DATE:** July 5, 2016

**WORK HOURS:** Full –time, 48 hours/week

**SALARY:** **Ordinarily Resident (OR):** \$170,296.88 pesos per year FSN-5  
**Ordinarily Resident (OR):** \$149,777.81 pesos per year FSN-4 (Developmental level)

**Not-Ordinarily Resident (NOR):** FP-9\*

**Not-Ordinarily Resident (NOR):** FP-AA\* (Developmental level)

**\*Final grade/step for NORs will be determined by Washington.**

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

**The U.S. Mission in Mexico City is seeking eligible and qualified applicants for the position of Bodyguard for the Security Office (RSO).**

### **BASIC FUNCTION OF POSITION**

The jobholder serves as a bodyguard for the U.S. Ambassador to Mexico City. Charge d 'Affairs (CDA), and other dignitaries as assigned, performing a full range of protective security functions, to include, but not limited to, the following: serving as one of the close protective agents, performing advances for the detail, and driving the advance, limo, or follow cars. The employee may be assigned other tasks as deemed necessary.

## QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Completion of high school or equivalent is required.
2. **EXPERIENCE:** 3 years of experience police, military or security services related field.
3. **LANGUAGE:** Level 3 (Fluent) Speaking/Reading/Writing of Spanish is required.
4. **SKILLS AND ABILITIES:**
  - a) Must meet basic physical fitness and standards and be able to pass medical tests as required.
  - b) Must possess a valid driver's license.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained on our website at: [https://mx.usembassy.gov/wp-content/uploads/sites/25/2016/06/1.-A56-415-PD\\_-No-signatures.pdf](https://mx.usembassy.gov/wp-content/uploads/sites/25/2016/06/1.-A56-415-PD_-No-signatures.pdf)

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

### HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP\*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

### ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the following: A Security Certification
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.
6. All Locally Employed (LE) Staff who have less than one year working in a position are not eligible to apply.

**HOW TO APPLY:** Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), <http://photos.state.gov/libraries/mexico/310329/hrmay13/DS-0174.pdf>
2. Other documentation (e.g., copies of High School diploma, school transcripts, certificates, awards, essays) that addresses the qualification requirements of the position as listed in page 1.
3. Non-Native Spanish speakers. For Spanish test, applicants should contact Carmen Caballero at extension 4336 from M-W-F from 4:30 to 5:30. Non-EFMs, must pay the test fee.

#### **WHERE TO APPLY:**

**Human Resources Office** at e-mail: [mexicocityhrhd@state.gov](mailto:mexicocityhrhd@state.gov) (Please refer to position number in subject line of e-mail.) i.e. **A56-415 Bodyguard**. **Please note that hard copies are not accepted.**

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## **Appendix (DEFINITIONS)**

**Eligible Family Member (EFM):** An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**

- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

## TRADUCCION DE CORTESIA

NUMERO DE VACANTE: **16-52**

DIRIGIDO A: Todos los candidatos interesados

NOMBRE DE LA POSICIÓN: **A56-415 Guardaespaldas**

FECHA DE APERTURA: 21 de junio de 2016

FECHA DE VENCIMIENTO: 6 de julio de 2016

HORAS DE TRABAJO: Tiempo completo: 40 horas / semana

SALARIO: Residente Ordinario: \$170,296.88 pesos al año FSN-5  
Residente Ordinario: \$149,777.81 pesos al año FSN-4 (grado de desarrollo)

Residente No Ordinario: FP-9\*  
Residente No Ordinario: FP-AA\* (grado de desarrollo)

**\*El grado/escalafón final para Residentes no ordinarios será determinado por Washington.**

TODOS LOS SOLICITANTES (O) RESIDENTES DEBEN DE OBTENER EL PERMISO DE TRABAJO OBLIGATORIO Y / O DEBEN TENER EL PERMISO DE RESIDENCIA CORRESPONDIENTE PARA PODER SER ELEGIBLES.

La Embajada de EE.UU. en la Ciudad de México busca una persona para el cargo de Guardaespaldas para la Oficina de Seguridad (RSO).

### **FUNCIONES BÁSICAS DE LA POSICIÓN**

El empleado sirve como guardaespaldas del Embajador de Estados Unidos en la Ciudad de México, el Ministro Consejero (CDA), y otros dignatarios asignados, desempeñando un amplio rango de funciones de protección de seguridad que incluyen, sin limitarse, a las siguientes: servir como uno de los agentes protectores cercanos, conducir en adelante de la escolta, conducir limosina, o vehículo de seguimiento. El empleado puede ser asignado a otras tareas como se consideran necesarias.

### **REQUISITOS**

Nota: Todos los solicitantes **deben llenar** los requisitos detallados a continuación con información específica y amplia.

1. EDUCACION: Preparatoria terminada o equivalente es requerida.
2. EXPERIENCIA: 3 años de experiencia en la policía, servicio militar o en servicios de seguridad.
3. IDIOMA: Nivel 3 (Fluido) habla/lectura/escritura de Español.
4. HABILIDADES Y DESTREZAS:
  - a) Deberá cumplir con los estándares básicos de condición física y estar dispuesto a pasar exámenes médicos como se requiera.
  - b) Licencia de conducir vigente.

**PARA MAYOR INFORMACION:** Una copia de la Descripción de puesto puede ser consultada en el siguiente link: [https://mx.usembassy.gov/wp-content/uploads/sites/25/2016/06/1.-A56-415-PD\\_-No-signatures.pdf](https://mx.usembassy.gov/wp-content/uploads/sites/25/2016/06/1.-A56-415-PD_-No-signatures.pdf)

**PROCESO DE SELECCIÓN:** Cuando un Miembro de Familia Elegible o un Veterano americano calificado apliquen a la posición se les dará preferencia de contratación. Sin embargo, es esencial que el candidato cubra con todos los requisitos en su solicitud.

#### **ORDEN DE PREFERENCIA DE LA CONTRATACIÓN:**

- (1) USEFM que es también un veterano de los Estados Unidos elegibles de preferencia
- (2) USEFM OR un veterano de los Estados Unidos elegibles de preferencia
- (3) FS en LWOP

#### **CRITERIOS ADICIONALES DE SELECCIÓN:**

1. La Administración podrá considerar casos de nepotismo, conflicto de intereses, presupuesto y estatus de residencia en determinar el mejor candidato.
2. El personal empleado localmente (LE) que tiene menos de un año trabajando en su actual puesto, no son elegibles para aplicar.
3. Empleados NOR contratados bajo una Cita de Miembros de Familia (FMA) o un acuerdo de Servicio Personal (PSA) no son elegibles para aplicar dentro de los primeros 90 días calendario de su empleo, a menos que tengan un horario de trabajo cuando en realidad empleado (WAE).
4. El candidato debe ser capaz de obtener y mantener un certificado de seguridad.
5. Los candidatos EFM, USEFM, AEFM, o MOHs deben tener al menos un año restante en el tour de su patrocinador para ser considerado elegible para aplicar para esta posición.
6. Los empleados locales (LE) que tienen menos de un año trabajando en un puesto no son elegibles para aplicar.

**PARA APLICAR:** Los candidatos interesados en esta vacante deberán presentar lo siguiente o su solicitud no será considerada:

- Solicitud de Empleo Federal (DS-174 ) Universal Application for Employment (UAE) <http://photos.state.gov/libraries/mexico/310329/hrmay13/DS-0174.pdf> mas
- Otra documentación (por ejemplo, copias de Diploma de escuela secundaria, preparatoria, título universitario, transcripciones, certificados, premios, ensayos) en donde se refiere a los requerimientos del puesto que se enumeran en la página 1.
- Español – lengua No-Nativa. Para el examen de español, los solicitantes deben comunicarse con Carmen Caballero en las extensión 4336.

**ENVÍE SU DOCUMENTACIÓN COMPLETA A:** La Oficina de Recursos Humanos.

Correo: [mexicocityhrhd@state.gov](mailto:mexicocityhrhd@state.gov) con el asunto: **A56-415 Bodyguard. Tenga en cuenta que no se aceptan documentos impresos.**